



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

SENIOR LEGAL TYPIST*

***RECRUITMENT AND PAY DIFFERENTIAL PAY FOR THIS LOCATION**

**DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE**

Position: Senior Legal Typist

Salary: Range A \$2,504.00 - \$3,044.00*
Range B \$2,799.00 - \$3,400.00*

Location: 4720 Lincoln Blvd., Marina Del Rey, CA 90292

Duties: Under the supervision of the Legal Support Supervisor I, the Senior Legal Typist performs the following duties: transcribes machine dictation from Workers' Compensation Judges of medical and legal dictation of trade and professional terms. Transcribe machine dictation of correspondence. Types letters, memos, legal orders and award in accordance with Workers' Compensation Judges' instructions from findings of record; prepare and process wide variety of legal documents such as applications, petitions, briefs pleadings and permanent disability ratings. Keeps record of status of cases handled by the Workers' Compensation Judge, answer and screen telephone calls, attach incoming mail to assigned cases, prepare statistics, etc; other duties as required.

About the Location: This is the newest DWC District Office in the State. The newly constructed offices boast spectacular views of the marina with plenty of windows and ocean air. The office is conveniently located in the heart of Marina Del Rey, within walking distance to a park as well as several shopping centers and restaurants and provides a pleasant atmosphere and work environment.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation
P.O. Box 420603
San Francisco, CA 94142-0603
Attention: Bronwyn Ahlbrecht (510) 286-7090

Applications accepted until July 5, 2007, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

06/21/07

06-305, 421, 490-DWC
400-681-3224-405, 019, 066